

486012/19/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: UTILITIES ELECTRIC POWER SYSTEM DISPATCHER II**

**DEFINITION**

Under general supervision, to perform skilled and lead supervisory work in the operation of electrical power system stations on an assigned shift, and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Work involves responsibility for the operation of electric substations in monitoring, controlling, and regulating the transmission and distribution of electric power on an assigned shift. Work follows established policies and procedures in conducting normal operations and various switching programs, but requires the application of judgment and initiative in carrying out routine work assignments. In responding to emergencies, determines appropriate response and performs actual adjustments in power distribution and transmission are made without previous contact with supervision. Incumbents perform lead supervision and train subordinate Utilities Electric Power System Dispatcher I's on an assigned shift.

**REPORTS TO:** Utilities Dispatch Supervisor

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision. Exercises lead supervision over Utilities Electric Power System Dispatcher I's.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Operate and maintain electric substations on an assigned shift; monitor, control and regulate the transmission and distribution of electrical power; make quick and concise observations of the condition of lines and equipment during emergency conditions; use judgement to adjust voltages and distribution of power, open and close disconnect switches, short and ground transmission lines and equipment, and place and remove clearance tags on equipment and switches.
- Has responsibility and jurisdiction for de-energizing lines and equipment for the issuance of clearances and holds to field crews; dispatch instructions to field crews to perform switching operations at substations, on transmission and distribution lines during normal and emergency conditions; monitor and control the electric transmission and distribution system through SCADA control console; operate circuit breakers; operate high voltage equipment and circuits and related operations; take necessary to restore electric service as soon as breakdowns or defective conditions have been identified or corrected; notify Chief Substation Operator and other authorized persons of emergency condition.
- Participate in and/or supervise the reading of meters, gauges, oil levels, temperatures and other checks and tests on electric power system equipment or circuits; write switching programs; operate radio base station; analyze the public's complaints of electrical, water, and street light problems to determine the corrective action required; monitor Water Division of SCADA terminal; dispatch water troubleshooters and pump operators after hours; dispatch field personnel for after hours water and electric service connections; disconnects and reconnects; maintain a log of operation of the system.
- Supervise and train subordinate Electric Power System Dispatcher I's on an assigned shift.

**Knowledge of:**

- Principles of electrical theory as applied to the operation of electrical transmission and distribution systems.
- Functions, operation, and care of voltage control, transformers, relays, circuit breakers, switches, and related equipment and devices.
- Function, operation, and care of SCADA control systems.
- City substation operating policies and procedures.
- Physical layout of the electric transmission and distribution system and of the location of all electric substations, substation equipment and controls, switches, meters, indicators, and emergency devices.
- Proper safety precautions, practices, procedures, and regulations for the operation of electric transmission and distribution systems.

**Ability to:**

- Understand and follow complex oral and written directions in exact detail. React quickly and efficiently in emergencies.
- Perform all substation operations and maintenance under general supervision. Supervise and train subordinate Electric Power System Dispatcher I's on an assigned shift.
- Work overtime and rotating shifts as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

*Education and Experience:*

Completion of the City of Riverside's Electric Power System Dispatcher Training Program to include a minimum of 67 college semester units specifically related to the principles and operation of an electric power system and its components **and** one year of experience comparable to an Utilities Electric Power System Dispatcher I in the City of Riverside.

**OR**

Completion of a course of study or certification including courses specifically related to the principles and operation of an Electrical Power System and its components **and** four years of experience in the dispatching or the operation of an Electrical Power System.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Willingness to work rotating shifts as assigned.

Possession of, or ability to obtain, an appropriate, valid Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Electric Power System Dispatcher II

**TO:** Utilities Dispatch Supervisor